



U.S. Department  
of Transportation

## THE ADMINISTRATOR



Saint Lawrence  
Seaway Development  
Corporation

December 2011

### WORKPLACE VIOLENCE

It is the Saint Lawrence Seaway Development Corporation's (SLSDC) policy to promote a safe environment for its employees and contractors. The SLSDC is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

While this kind of conduct is not pervasive at SLSDC, no workplace is immune. Every workplace will be affected by disruptive behavior at one time or another.

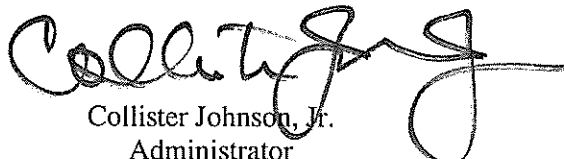
Violence, threats, harassment, intimidation, and other disruptive behavior in our workplace will not be tolerated; that is, all reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

We need your cooperation to implement this policy effectively and maintain a safe working environment. Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you observe or experience such behavior by anyone on agency premises, whether they are an agency employee or not, report it immediately to a supervisor or manager. Supervisors and managers who receive such reports should seek advice from the Human Resources Office at 764-3230 or the Chief of Security, OH&S at 764-3218 regarding investigating the incident and initiating appropriate action.

**PLEASE NOTE: Threats or assaults that require immediate attention by security or police should be reported as follows:**

Massena - to security at 764-3218 (O) or 382-3645 (C) or to police at 911.  
Washington - to police at 911, to DOT Security at 366-1863, or to 55 M Street at 484-7401

I will support all efforts made by supervisors and agency specialists in dealing with violent, threatening, harassing, intimidating or other disruptive behavior in our workplace and will monitor whether this policy is being implemented effectively. If you have any questions about this policy statement, please contact Josef Walker, Chief of Security, Occupational Health & Safety or Julie Kuenzler, HR Officer.

  
Collister Johnson, Jr.  
Administrator